

**SECRET**

8 SEP 1958

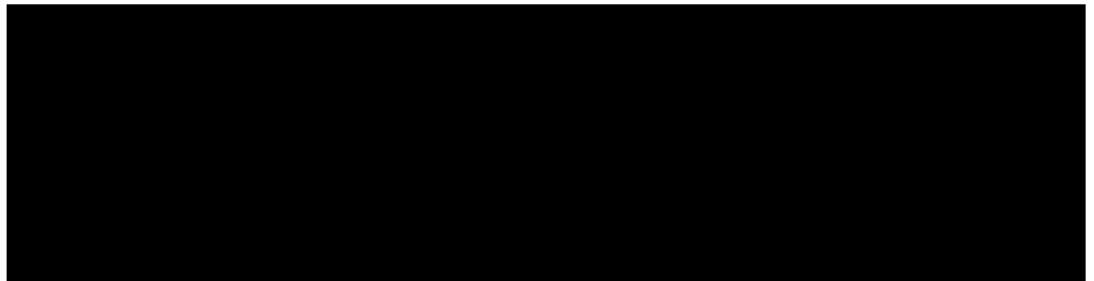
**MEMORANDUM FOR: Acting Deputy Director (Support)**

**SUBJECT : OTR Activities**

1. The Office of Training reports on the following activities which occurred during the month of August 1958:

**a. Training Assistance**

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**b. Internal Training Activities**

(1) The new class of Junior Officer Trainees will report to Central Building at 1900, 3 October 1958, for its initial session. Addresses by the DCI, IG and the DTR are planned.

(2) In order to obtain a larger group of dependents for Americans Abroad Orientations, a Saturday running of the course has been established. It is hoped that with the husbands becoming baby-sitters and the wives being provided ample parking facilities, attendance will improve. The course, which is experimental, will be condensed to seven hours.

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(3) Planning for permanent facilities at [REDACTED] has progressed to the point where requirements, location, square

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footage and cost estimates can be discussed with the Budget Division.

(4) The Clandestine Services is continuing excellent support by transferring capable people to the Office of Training for regular tours of duty. The caliber of people assigned is evidenced by the fact that at present, there are nine former Chiefs of Clandestine Services field stations or bases on duty as members of the Operations School.

(5) An additional list authorizing \$10,850 in language development awards has been forwarded to the Comptroller. The total to date is \$61,975 awarded to 546 Agency employees.

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(6) In the future, the use of [REDACTED] for voluntary language classes will be at the personal expense of the trainees. All will pay for their own travel and subsistence.

(7) Oral language examinations have been recently conducted in French, German, Spanish, Italian, Russian, Polish, Finnish, Chinese and Japanese languages. Of the original group of 850 individuals to be tested in claimed language proficiency, only 125 remain. Of this number 30 will be tested in the next few weeks in languages such as Thai, Indonesian, Persian, Arabic, Bulgarian and Serbo-Croatian.

**c. Monthly Enrollment**

During the month of August 369 persons were enrolled in OTR conducted courses.

**MAILED**

**MATTHEW BAIRD**  
**Director of Training**

**Distribution:**

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1 - DTR  
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